

Job Title: Administrator - Corporate Governance
Grade: Level C
Department: Corporate Governance & Services
Division: Corporate Services
Reporting To: Team Leader & Department Manager
Location: East Point, Dublin
Ref: **EI.130.21E**
Salary: €24,996
Closing Date: **Friday 8th October 2021**

Role Purpose

The Corporate Governance Team provides secretariat and corporate governance support to Enterprise Ireland's Board, it's Sub-Committees and approximately 15 further funding and management committees. The person appointed to the Corporate Governance Administrator role will work closely with the members of the team to provide a comprehensive secretariat and administration support to a number of Committees, ensuring that regulatory compliance and procedures are followed. The successful candidate will be responsible for reviewing and verifying that the proposals for circulation are consistent and compliant with the Terms of Reference of the Committee, ensure a timely circulation and that the decisions of the Committee are recorded accurately in the Minutes for the meeting. The position involves working closely with members of the Senior Leadership Team and other colleagues to advise on Committee submissions. The successful applicant may also be required to provide backup support to the CEO office as required.

Key Deliverables

- Ensure that Committees operate under the correct Terms of Reference in terms of delegated powers, membership and proposal documents.
- Ensure that Board/Committee members are supported with a quality, client focused, efficient and effective administrative service.
- Liaise with the Chair to co-ordinate the circulation of confidential documentation to EI Committees via a dedicated MinutePad circulation system against set deadlines.
- Draft Standard Wordings for Reference Documents and ensure accuracy at all times.
- Advise colleagues on procedures for submission of proposals/documents and respond to queries.
- Arrange and attend Committee meetings and prepare minutes which accurately record Committee decisions, ensuring queries are resolved and that Minutes are circulated in line with existing processes in the area.
- Prepare reports from each Committee for the EI Board.
- Communicate Committee decisions to relevant staff members and input approval data into the GSS in an accurate and timely manner.
- Review and update relevant policies, processes and procedures and ensure they are administered accordingly.
- Identify opportunities for process improvements and systems efficiencies and provide support for continuous improvement initiatives across the Department.
- Update content on the EI Committees SharePoint site.
- Develop and maintain stakeholder relationships, internal and external, to ensure the delivery of a client focused, effective service.
- Carry out general administrative activities including the maintenance of Corporate Governance folders and systems and assist other team members in the Department as required.
- Provide administrative support to the Chief Executive Office when required.
- Flexible working hours are required for this role.

Functional Competencies (Key Skills & Knowledge)

- Proven experience of delivering a comprehensive administration support service is essential.
- Skills and experience in processing confidential and time-sensitive information, demonstrating accuracy and attention to detail is essential.
- Demonstrable skills and/or experience of taking clear, concise minutes / notes and recording decisions of meetings is essential.
- Ability to work as part of a small team coupled with excellent prioritisation, organisation and planning skills with the ability to manage workload and time efficiently to meet strict deadlines is essential.
- Demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) is essential, coupled with an ability to learn new technologies and use Enterprise Ireland's specific software systems (e.g. GSS).
- Ability to comprehend complex information and data for onward dissemination, and ability to develop sound knowledge and understanding of EI's financial and other relevant supports.
- Ability to communicate clearly, concisely, confidently and effectively via oral and written communications.
- Sound judgement, professionalism, confidentiality and discretion are key to this role.
- A relevant third level qualification would be desirable.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations'.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and EI strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Communicates the EI purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables you and others to excel in terms of job performance.

Salary Scale**€24,996 to €49,137 per annum contributory superannuation**

Rising to €52,363 by long service increments.

€23,801 to €46,773 per annum non-contributory superannuation

Rising to €49,835 by long service increments

Candidates should note that entry will be at the minimum point of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy

Application and Selection Process:

The selection process may include shortlisting of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number EI.130.21 to Maisie Doyle maisie.doyle@osborne.ie to be received by Friday 8th October 2021. All applicants will be acknowledged by email.

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON WEDNESDAY 22nd September 2021